

ADMINISTRATIVE - INTERNAL USE ONLY

LS

10 November 1972

MEMORANDUM FOR: Director of Training

SUBJECT : Weekly Activities Report - Language School

STATINTL

1. We have begun to explore the idea of a summer intern program at the Language School for young linguists who might be able to help us in our research and development efforts. I have talked about summer intern programs with [REDACTED] and plan to discuss ways of implementing such a program with him next week. We hope to start our first intern in the summer of 1973.

2. We are continuing our support to USDA's Russian course for NASA officials involved in the joint U.S.-Soviet space project. After supplying them with recommendations for materials and enough tapes to get them started, their tape duplicator broke down last week and they turned to us again for help. Our technicians hurriedly prepared 50 copies of Russian tapes they needed to keep their courses going. In addition, the Deputy Director of the USDA Graduate School, after visiting the Language School, felt that we might be able to help them with their entire language program. He asked [REDACTED] to serve as a consultant to their foreign language planning committee.

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3. [REDACTED] has set up a small collection of paperback books in the Language School Library as a kind of clearinghouse for people who read paperback fiction and would like to exchange books. The exchange service will be available to anyone in the building who wants to use it.

STATINTL

4. Personnel Notes:

a. [REDACTED] back operation was apparently a complete success. She returned to work on a part-time basis this week.

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b. [REDACTED] attended a Civil Service Commission course on ways to use automation in the handling of library records. Although there are no immediate steps that we can take toward automating the operation of our library, June did get some ideas about how we might proceed when computer facilities become available in the building.

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5. At our monthly faculty and staff meeting on Wednesday, [REDACTED] gave a summary of [REDACTED] presentation of a week ago. This was followed [REDACTED] description of a reference file he has been developing during the past months. We discussed an appropriate date for the International Luncheon and the consensus of the group was the previously discussed date, 22 December, was too close to Christmas and that a number of people would probably prefer to be on leave. We selected Monday, 18 December, as a more appropriate date.

STATINTL

6. This week 25 new students started training at the Language School and another 16 students joined the Chinese classes at Headquarters. The total number of students we are training is now in excess of 400. We will probably set a new record for student enrollment every month from now until spring. Following are student statistics for the week of 30 October to 3 November 1972:

<u>Students</u>	<u>Classes</u>
Full-time - 75	Full-time - 35
Part-time - 307 (104 BAHLT)	Part-time - 69 (11 BAHLT)
(159 Hqs.)	(28 Hqs.)
TOTAL.....382	TOTAL.....104
Laboratory Hours: Language School - 194	
Headquarters - 63	

There were 28 proficiency tests given.

[REDACTED]  
Chief, Language School

STATINTL

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MEMORANDUM FOR: Director of Training

SUBJECT: Weekly Activities Report No. 45  
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1. AIR has enrolled two people from ISD in the 27 November running of the Department of Defense Computer Institute's Systems Analysis and Design Course.

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2. A letter has been sent to Wright-Patterson Air Force Base nominating [REDACTED] OL, for the 8 January 1973 running of the Applied Engineering Course. It will be AF's last running of this 9 week course.

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4. Six requests were received (5 NPIC; 1 DDP/ISD), and one telephone query (OP) for the \$375.00 Advanced Management Research, (AMR), Course, Developing Management Skills for Women Managers, to be conducted in Washington, 13 - 15 November. Two will attend (NPIC and ISD) and critique this for Agency use.

5. The OTR Schedule of Courses (January-June 1973 and tentative July-December 1973) is being typed and will probably be sent to PSD during the week of 13 November. We estimate about a week turn-around time.

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6. [REDACTED] that the University of Maryland has given him 3 hours of credit for the Intelligence and World Affairs Course. The University agreed to do this for [REDACTED] on a "special" basis because he needed only

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3 more credits to graduate this semester. They will now explore courses offered by Federal agencies in order to establish a general policy on acceptance of credits for such courses.

7. An administrative briefing was given to [REDACTED] STATINTL DD/FMSAC, who will attend Brookings Institution's Conference for Science Executives in Williamsburg. The one-week program begins 12 November.

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8. [REDACTED] OCI, one of the Agency's participants in the 1972-73 Fellowship in Congressional Operations Program, tells us that she and [REDACTED] (IC) have completed the orientation portion of the Fellowship Program which is conducted by the American Political Science Association (APSA). In addition, they are now interviewing for positions on Capitol Hill since their selections must be made by the first week in December, which is much earlier than in previous Programs. As part of the APSA orientations, Pat and Gary gave a presentation on the Agency to their fellow students--all Federal employees. At this juncture in the Fellowship, the Federal employees are joined by selected political scientists and journalists.

9. The next Foreign Affairs Executive Seminar (FAES) is scheduled for 8 January. We have one DDI nominee (OBGI).

10. Another tailored Briefing Techniques Course for TSD is being conducted at their facility by IDB.

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11. Chief, IDB assisted [REDACTED] in the preparation of course objectives and three lesson plans for the new "Leadership" course.

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12. Chief, IDB assisted [REDACTED] in the development of a shooting script which will be used as the "Preparing for Emergencies; Urban Evasion and Survival" Lesson in the Risk of Capture Course.

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13. [REDACTED] IDB, made two room lighting layouts for Rooms 802 and 812. These were given to [REDACTED] for implementation.

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14. Stan, Frank, [REDACTED] and most of their troops attended the Audio-Visual, Pictorial, TV, and Communication Exposition at the Sheraton Park Hotel Monday or Tuesday.

[REDACTED] STATINTL

Chief